



上海交通大学
SHANGHAI JIAO TONG UNIVERSITY
继续教育学院



BOOKING GUIDE TERMS AND CONDITIONS

WHERE TO APPLY:

In order to enroll you must fill in the Application Form in this Booking Guide, please send it to infoshanghai@cameraitacina.com by 30th March 2013

HOW TO PAY

Along with your application, you must pay for the course. Before the course starting date you should pay the global tuition fee. Payments must be made at:

Shanghai Jiao Tong University
Continuing Education School - Enrolment Office
2nd Floor, Kai Xuan Road 2086
Xuhui District - SHANGHAI 200030

Following methods of payment are possible:

- Cash
- Credit card (Mastercard, Visa, Union Pay)
or cash card
- Bank transfer to:

Beneficiary: Shanghai Jiao Tong University
Bank Account: 454659250319
Bank of China Shanghai Gang Hui Plaza Sub-branch

帐户名: 上海交通大学
帐户号: 454659250319
开户行: 中国银行上海市港汇广场支行

Please indicate the reason of payment: *ITALIAN LANGUAGE COURSE*, student's name, the chosen course and the starting date of the course.

Payment must be received in full. Students are liable for all bank charges and will be billed for such charges if necessary.

Jiao Tong University will issue a payment receipt after having received your payment either directly or if you show evidence that bank transfer has been done.

In order to take part in the Italian classes this receipt must be kept carefully and must be shown on the first day of the course to Linguaviva Shanghai Admission office.



上海交通大学
SHANGHAI JIAO TONG UNIVERSITY
继续教育学院



CONFIRMATION OF BOOKING

Upon receipt of your application form and payment, the Admission Office will immediately send you the Course confirmation.

CANCELLATIONS

Cancellations must be communicated in writing to Linguaviva Shanghai Admission office.

We foresee three cases for cancellation:

- If you cancel the course more than 7 days before course starting date, the whole fee will be refunded.
- If you cancel less than 7 days before course starting date, you are entitled to a refund of 90% of the tuition fee you have paid.
- If you cancel the course after course starting date you are not entitled to any refund and the whole fee will be forfeited.

If the student decides not to attend classes or to shorten the course, he/she is not entitled to any refund.

Tuition fees are not transferable to another person.

GENERAL CONDITIONS

- Course changes must be requested two weeks before starting date of the course. On no account can the tuition fee paid for group course be transferred to individual classes.
- In order to open a course a minimum of 8 students is required for all group courses
- In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value.
- CICC, Linguaviva and SJTU are not liable for any loss of property or damages caused on the premises.



上海交通大学
SHANGHAI JIAO TONG UNIVERSITY
继续教育学院



ITALIAN LANGUAGE COURSES IN SHANGHAI

Course Structure

Lessons: 5 lessons per week (each lesson lasts 45 mins)

Duration: 80 lessons in 16 weeks

Group size: Min. 5 participants

Schedule: Saturday - 10:00am to 2:15pm

Level: A1 (complete beginners)

Starting date: 30th March 2013

Finishing Date: 27th July 2013

Please complete this form and send it to infoshanghai@cameraitacina.com

APPLICATION FORM

PERSONAL DETAILS

Company Name _____

CICC Member (Y/N) _____

Name and Family Name _____ M F

Date and place of birth _____

Address _____

Tel/Mob _____ E-mail _____

COURSE OPTION

- | | | |
|--|-------------------|-------------------|
| <input type="checkbox"/> TWICE-A-WEEK COURSE | N° of weeks | Tuition Fee |
| <input type="checkbox"/> BUSINESS ITALIAN COURSE | N° of weeks | Tuition Fee |
| <input type="checkbox"/> WEEKEND COURSE | N° of weeks | Tuition Fee |
| <input type="checkbox"/> ITALIAN COURSE FOR FASHION AND DESIGN | N° of weeks | Tuition Fee |

PAYMENT

Payment of global tuition fee at Shanghai Jiao Tong University will be by means of:

- Bank Transfer Credit card or Cash card Cash

INFORMATION

Have you studied Italian before? Yes No

If you have studied before which level did you attain? A1 A2 B1 B2

How many hours in total have you studied? _____

Why are you studying Italian? _____

I have read and I accept the Terms and Conditions.

Date

Signature: